

APPROVED BY:



GS PROCEDURE

REPORT TITLES AND GUIDELINES

Procedure: DES/GS 01-2006

Effective: January 1, 2006

Agreement:

Geotechnical Services staff shall use standard report titles, as outlined in this GS Procedure, and follow the approved report guidelines that are available for these reports.

Background:

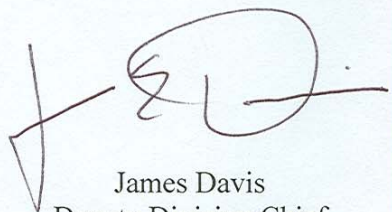
An inventory taken in 2004 of reports prepared by the six Geotechnical Services (GS) offices indicated that are numerous reports being prepared under a variety of titles that were basically the same report. In addition, some reports, which were of completely different nature, had the same acronym. For example PGR could stand for Preliminary Geotechnical Report or Preliminary Geology Report, which are prepared for different purposes and for different clients. Reports prepared by GS are often identified in documents prepared by groups outside GS, such as the Caltrans Work Breakdown Structure (WBS) or the Highway Design Manual. These documents sometimes also have different titles for the same reports, or have report titles that are not commonly used.

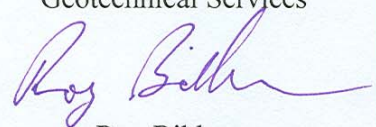
Report Titles and Guidelines:

To reduce redundancy and confusion, the following report titles shall be used for the basic types of reports prepared by GS. Report guidelines that have been developed and approved for these reports shall be used. The guidelines are intended to assist GS report preparation, and not as boilerplate (cut and paste) documents.

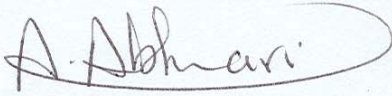
- District Preliminary Geotechnical Report (DPGR)
- Structure Preliminary Geotechnical Report (SPGR)
- Geotechnical Design Report (GDR)
- Preliminary Foundation Report (PFR)
- Preliminary Seismic Report (PSR)
- Foundation Report (FR)
- Seismic Report (SR)

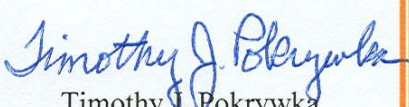
There are numerous other reports prepared by GS that are not impacted by this procedure.



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Geotechnical Services

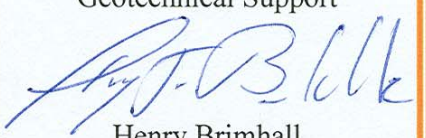

Roy Bibbens
Office Chief
Geotechnical Design - North


John Ehsan
Office Chief
Geotechnical Design - South 1


Abbas Abghari
Office Chief
Geotechnical Design - South 2


Timothy J. Pokrywka
Office Chief
Geotechnical Design - West


Mark Willian
Office Chief
Geotechnical Support


Henry Brimhall
Office Chief
Drilling Services

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